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Principal: Mr Ian Denson  
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## CASH HANDLING POLICY

### **Rationale:**

The school will implement these measures to minimise the risks associated with cash handling, in accordance with Department of Education and Training (DET) guidelines and best practise.

### **Aims:**

- To provide a well-managed system for the handling of cash within the school.
- To minimise risk when handling cash.
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines.

### **Implementation:**

- All monies brought in by students will be placed in the notes tray inside the office door.
- No cash is to be kept in the classroom.
- Receipts for monies collected will be completed and distributed in a timely manner.
- All cash is to be kept in a secure location.
- All cash received as a result of Parents Club fundraising will be checked and signed off by a Parents Club member and/or the Principal.
- When banking money the depositor must sign the bank deposit slip.
- Banking is to be undertaken as soon as possible after money is received.
- Money will not be left at the school during school vacation periods.
- Regular Bank Reconciliations will be performed.
- The school will apply zero tolerance to fraud.
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to Executive Director, Audit and Risk Division, DET at [fraud.control@edumail.vic.gov.au](mailto:fraud.control@edumail.vic.gov.au)

### **Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle.

**Approved by School Council – February 2019**

**To be reviewed – 2022**

**Signed:** \_\_\_\_\_  
Ian Denson, Principal

**Date:** \_\_\_\_\_